

**REQUEST FOR QUOTATION****THIS IS NOT AN ORDER!**

RFQ Number	00057803
Issue Date	10/18/21
Due Date	10/22/21
Due Time	5:00 PM

**Return RFQ Responses To:**

Hanford Mission Integration  
Solutions, LLC  
MSIN: H1-02 PO BOX 943  
RICHLAND

**Please Direct Inquiries To:**

HILARY C JAMISON  
TITLE CONTRACT SPECIALIST  
5093767348 Ext.

**Vendor:**

VENDOR  
WRITE IN  
FULL BUSINESS INFORMATION  
HERE:

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**Authorized Signature**

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**Vendor Signature**

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RFQ Type	STANDARD RFQ	Quote Duration	-
Payment Terms	0.0% 0.0 Days	Net 0.0 Days	

**Header Terms and Conditions**

Facility	Standard Name	Revision	S/P	Text	Description - Text at End
	A001 MSA	002	S	Y	STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE
	A036 MSA	000	S	N	EVALUATION OF DISCOUNT
	A085 MSA	001	S	N	BASIS OF AWARD - LOWEST PRICE
	A101 MSA	000	P	N	BUY AMERICAN ACT
	A102 MSA	002	S	N	CONFLICT OF INTEREST DISCLOSURE AND REPRESENTATION
	G003 MSA	000	S	Y	AUTHORIZED PERSONNEL
	GP-COMM HM	002	S	N	GENERAL PROVISIONS - COMMERCIAL
	L016 MSA	002	P	Y	SUBCONTRACTOR ACKNOWLEDGEMENT OF ONLINE REPS AND C

**Line Items**

Line	Quantity UP	Item Description	Unit Price
0001	3.00 EA	Catalog ID 0000722391 3	

**Need Date** 10/14/21 **Destination** RICHLAND WA  
TRAILER, CARGO TANKER PER ATTACHED SPECIFICATIONS.

**Manufacturer Data**

**Manufacturer** WESTMARK  
**Model** WTR-TRI-NC  
**Part** \*N/A

<b>Lead Time Days</b>	<b>Method of Shipment</b>	<b>FOB</b>	<b>FOB Point</b>
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**Line Terms and Conditions**

Facility	Standard Name	Revision	S/P	Text	Description - Text at End
	ADDED DESCR	000	V	Y	ADDITIONAL DESCRIPTION
	B033	001	P	Y	IDENTIFICATION OF ITEMS WITH PRODUCT DATA SHEET

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### Line Items

#### Line Terms and Conditions

Facility	Standard Name	Revision	S/P	Text	Description - Text at End
	B049	002	P	Y	CERTIFIED MATERIAL TEST REPORT
	B052	000	P	Y	INSPECTION AND TEST REPORT
	B076	004	P	Y	PRCMT OF POTENTIALLY SUSPECT OR COUNTERFEIT ITEMS
	B079	006	P	Y	CERTIFICATE OF CONFORMANCE

#### Variable Terms and Conditions

Line	Facility	Standard Name	Revision	Description
0001		ADDED DESCR	000	ADDITIONAL DESCRIPTION
<p>Specification for purchase: 8,000 US Gal. Non-Spec. Liquid Tanker Trailer</p> <p>The unit shall be a new standard production model, completely prepared, calibrated and tested for customer and sold through an authorized factory franchised dealer or reseller. The vendor shall provide full standard warranty (as delivered with options) on new unit.</p> <p>All accessories as listed herein shall be identical to those regularly supplied to a commercial customer by the original equipment manufacturer and shall be of identical quality and design as those normally installed on unit for sale through normal commercial channels.</p> <p>Unit(s) must comply with any &amp; all applicable Federal Motor Vehicle Safety Standards (FMVSS) and Federal Motor Carrier Safety Regulations (FMCSR) in effect at the date of manufacture. In accordance with 41 CFR Part 102-34.120, vehicle will not be titled with the state of Washington, an original hard copy of the manufacturer's certificate of origin for a vehicle (MCO/MSO) will be provided to the Buyer after driveaway delivery.</p> <p>Items to include with bid are: Proof that manufacturer is ASME certified</p> <p>Other Quality Requirements:</p> <p>B33 Identification of Items with Product Data Sheet</p> <p>B76 Procurement of Potentially Suspect or Counterfeit Items</p> <p>B79 Certificate of Conformance</p> <p>One copy of the documentation, unless otherwise specified, shall accompany the item shipped.</p> <p>Fastener Marking Requirements; All standard hex and heavy hex head cap screws and bolts (i.e., ½-13 x 2 UNC-2A Hex Cap Screw, SAE J429 Grade 5) exhibiting grades marks, shall also show the manufacturer's unique identifying mark as required by the applicable nationally recognized standard (i.e., ASTM, SAE).</p> <p>A standard fastener: can be described from a nationally recognized consensus standards documents and maybe produced by any interested manufacturing facility. All other fasteners would be classified as SPECIAL or NONSTANDARD and would properly fall into three groups, modified standard, proprietary-patented, and engineered special parts.</p> <p>Metric hexagon head bolts and screws (including fasteners with flange) shall be marked with the manufacturer's identification mark and with the marking symbol of the property class specified in accordance with International Standard ISO 898-1. This marking is required for fasteners of all property classes and where the fastener nominal diameter is equal to or greater than 5 mm.</p> <p>The following Suspect/Counterfeit Fastener Headmark lists can be used as a reference, but should only be utilized as a reference in addition to the above referenced ISO standard:</p> <p>Suspect Bolt Head Marking Card</p> <p><a href="https://www.energy.gov/sites/default/files/2014/07/f17/Headmark%20List%203-29-12.pdf">https://www.energy.gov/sites/default/files/2014/07/f17/Headmark%20List%203-29-12.pdf</a></p> <p>Tank Specifications</p> <ul style="list-style-type: none"><li>• Non-specification cargo tank</li><li>• Internals passivated per ASTM A380</li><li>• Tank volume – 8,000 US Gal. (nominal) +3% outage for vapor expansion</li><li>• Maximum overall length – 53'</li><li>• Minimum payload capacity – 69,000 Lb (Hose carriers not required)</li><li>• Maximum transportation height – 12' 6"</li><li>• Catwalks, ladders and railings shall not exceed maximum height above, or be adjustable or removable to prevent interference between unloading gangway and the top of the trailer</li></ul>				

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Line	Facility	Standard Name	Revision	Description
				<ul style="list-style-type: none"><li>• Loading connection – top of tank, fill rate 150 GPM. 2", SST steel Maxi-Dry Adaptor (MD20A) with dust cap</li><li>• Unloading connection – top of tank, 2" SST steel Maxi-Dry Adaptor (MD20A) with dust cap and internal drop leg to bottom of tank</li><li>• Drainable spill box installed around load &amp; unload connections at top of tank</li><li>• Vent – 2" SST steel male cam and groove fitting with dust cap and pressure gauge for measuring internal headspace pressure.</li><li>• Outlet and valve for bottom draining of tank</li><li>• Connections for manufacturer's pressure relief device and vacuum breaker as required</li><li>• Tank shall be constructed in accordance with ASME Code Section VIII, with an internal operating pressure (maximum allowable working pressure) <math>\geq</math> 15 PSI and a design temperature of 115°F</li><li>• Interior welds shall exhibit a smooth, snag-free finish equivalent to a W-2 finish</li><li>• Gauging device indicating liquid level in tank, up to maximum permitted level within 0.5% of nominal capacity as measured by volume or liquid level utilizing Titan Logix TD80 radar probe measurement system, or equivalent.</li><li>• Gauging device shall have a remote display to be readable while standing at ground level, street side, front of trailer. Gauging device shall have a high-level alarm which will open contacts automatically on a high-level condition to prevent overfill. Contacts shall be rated for 24 VDC and 1.5A continuous, minimum. Corresponding plug/receptacle shall be provided to permit simple connection of the Buyer's pump control circuit.</li><li>• All valves through which tank contents could escape shall be protected against unauthorized operation</li><li>• Tank cleanout access and fittings shall be located at the rear if the tank is a straight barrel design and at the center if a double conical design. Design shall facilitate ease of access/operation by the user.</li><li>• Nameplate/Specification Plate permanently attached corrosion resistant:<ul style="list-style-type: none"><li>o Manufacturer name &amp; address</li><li>o Test date – month &amp; year</li><li>o Tank MAWP - PSI</li><li>o Tank test pressure - PSI</li><li>o Tank design temperature in °F</li><li>o Nominal capacity – US Gal.</li><li>o Shell material specification number</li><li>o Head material specification number</li><li>o Weld material</li><li>o Shell minimum thickness – Inches</li><li>o Head minimum thickness – Inches</li><li>o Exposed surface area – Square Feet</li><li>o Maximum payload – Kg &amp; Lb</li><li>o Maximum gross weight – Kg &amp; Lb</li><li>o Tare weight – Kg &amp; Lb</li><li>o Maximum loading rate – GPM</li><li>o Maximum unloading rate – GPM</li><li>o Serial Number</li><li>o Contract or PO number</li></ul></li><li>• Tank shall be cleaned and flushed prior to delivery to Buyer to ensure removal of all fabrication debris, fines, cuttings, greases and/or oils</li></ul> <p>Chassis Requirements</p> <ul style="list-style-type: none"><li>• Suspension – air ride</li><li>• Axles – four axle set:<ul style="list-style-type: none"><li>o One (1) lift only front axle</li><li>o Two (2) center static axles</li><li>o One (1) self-steer / lifting rear axle (auto lift in reverse)</li></ul></li><li>• DOT Antilock air brakes with automatic slack adjusters</li></ul>

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				<ul style="list-style-type: none"><li>• Wheels – 10-hole, aluminum</li><li>• Tires<ul style="list-style-type: none"><li>o 11R22.5-14, non-steering axles</li><li>o 255/75R22.5-14, rear lift / steer axle</li></ul></li><li>• 3/8" heavy duty double-hubbed kingpin</li><li>• Landing gear – two speed, telescopic with sand shoes</li><li>• Fenders – Bolt on aluminum or SST, covering full span of axles, SST hardware</li><li>• Mudflaps / splash guards shall be installed on separate brackets from fenders</li><li>• Gladhands – polarized, equipped with gladhand covers</li><li>• LED DOT Lighting – all rear lights shall be fully enclosed in SST light boxes</li><li>• All carbon steel shall be painted black acrylic enamel to manufacturer's recommended dry film thickness. All painted surfaces shall be free from noticeable runs, drips, blisters, chips or areas with excessive or insufficient paint thickness or peeling.</li></ul>
				Documentation
				The following items shall be delivered to the Buyer with the finished trailer(s):
				<ul style="list-style-type: none"><li>• As built drawings</li><li>• Material Certifications</li><li>• Final trailer specifications</li><li>• Inspection/Test report(s)</li><li>• One (1) hard copy set: Maintenance &amp; Spare Parts manuals</li><li>• Two (2) hard copy sets: Operation and Transport manuals</li></ul>

### Terms and Conditions

Facility	Standard Name	Revision	Description
	A001 MSA	002	STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE
	B033	001	IDENTIFICATION OF ITEMS WITH PRODUCT DATA SHEET
1.0	Identification of items with Product Data Sheet		
	(B33) Rev. 1 10/20/2003		
	The supplier shall submit a legible copy of the product data sheet (e.g., drawing, catalog page, brochure) that provides adequate information to enable the Buyer to verify the form and function of the article procured. One copy of the documentation, unless otherwise specified, shall accompany the applicable item(s) shipped.		
	B049	002	CERTIFIED MATERIAL TEST REPORT
1.1	Certified Material Test Report		
	(B49) Rev. 2 03/17/06		
	The Certified Material Test Report (CMTR) shall include actual results of all chemical analysis, tests, examinations, and treatments required by the material specification and this Purchase Order/Contract order. The CMTR shall be legible, reference applicable specification number and year of edition, and be traceable to the material furnished by heat or lot number. All reports are subject to review and acceptance by the Buyer.		
	One copy of the documentation, unless otherwise specified, shall accompany the applicable item(s) shipped.		
	B052	000	INSPECTION AND TEST REPORT
B52	INSPECTION AND TEST REPORT		
	The Supplier shall submit legible, reproducible copies of Inspection/Test Reports.		
	The report(s) shall include the following:		
	1. Identification of the applicable inspection and/or test procedure utilized.		
	2. Resulting data for all characteristics evaluated, as required by the governing inspection/test procedure.		
	3. Traceability to the item inspected/tested, (i.e., serial number, part number, lot number, etc.).		
	4. Signature of the Supplier's authorized representative or agency which performed the inspections/tests.		
	One copy of the documentation, unless otherwise specified, shall accompany the applicable item(s) shipped.		

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B076	004	PRCMT OF POTENTIALLY SUSPECT OR COUNTERFEIT ITEMS
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Procurement of Potentially Suspect or Counterfeit Items (B76) Rev. 4 10/14/13

Notwithstanding any other provisions of this agreement, the Supplier warrants that all items provided to the Contractor shall be genuine, new and unused unless otherwise specified in writing by the Contractor. Supplier further warrants that all items used by the Supplier during the performance of work for the Hanford Site, include all genuine, original, and new components, or are otherwise suitable for the intended purpose. Furthermore, the Supplier shall indemnify the Contractor, its agents, and third parties for any financial loss, injury, or property damage resulting directly or indirectly from material, components, or parts that are not genuine, original, and unused, or not otherwise suitable for the intended purpose. This includes, but is not limited to, materials that are defective, suspect, or counterfeit; materials that have been provided under false pretenses; and materials or items that are materially altered, damaged, deteriorated, degraded, or result in product failure.

Types of material, parts, and components known to have been misrepresented include (but are not limited to) fasteners; hoisting, shackles, turnbuckles, cable clamps, wire rope, rigging, and lifting equipment; cranes; hoists; valves; pipe and fittings; electrical equipment and devices; plate, bar, shapes, channel members, and other heat treated materials and structural items; welding rod and electrodes; and computer memory modules. The Supplier's warranty also extends to labels and/or trademarks or logos affixed, or designed to be affixed, to items supplied or delivered to the Contractor. In addition, because falsification of information or documentation may constitute criminal conduct, the Contractor may reject and retain such information or items, at no cost, and identify, segregate, and report such information or activities to cognizant Department of Energy officials.

Supplier shall provide a written statement that "all items furnished under this Purchase Order/Contract Order are genuine (I.e., not counterfeit) and match the quality, test reports, markings and/or fitness for use required by the Purchase Order/Contract Order.

The statement shall be on supplier letterhead and signed by an authorized agent of the supplier. Any materials furnished as part of this Purchase Order/Contract Order which have been previously found to be suspect/counterfeit by the Department of Energy shall not be accepted.

For further information on suspect/counterfeit items, reference the Department of Energy (DOE) Guidance at: <http://www.hss.doe.gov/sesa/corporatesafety/sci/index.html>.

Additional information may also be found by referring to: Managing Suspect and Counterfeit Items (SCI) in the Nuclear Industry; International Atomic Energy Agency Guide IAEA-TECDOC-1169.

B079	006	CERTIFICATE OF CONFORMANCE
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1.0 Certificate of Conformance

(B79) Rev. 6 09/19/2016

The Supplier shall provide a legible/reproducible Certification of Conformance. Supplier's authorized representative responsible for quality shall sign the Certification of Conformance.

This Certification of Conformance shall, as a minimum:

1. Identify the appropriate Purchase Order/Contract Order number under which the material, equipment, item or service is being supplied.
2. Each Order/shipment shall include a C of C unique to that shipment.
3. The quantity of each Line Item shipped shall be identified on the C of C.
4. The COC shall identify the specific procurement requirements to be met by the purchased item or service. The procurement requirements identified shall include any approved changes, waivers, or deviations applicable to the item or service.
5. The COC shall also identify any procurement document requirements that have not been met together with an explanation and the means for resolving the nonconformances.
6. The COC shall be signed or otherwise authenticated by a supplier's representative. For OCRWM-related and Quality Level 1 & 2 items and services; the person signing the COC shall be the one who is responsible for this QA function and whose responsibilities and position are described in the supplier's QA program.

One copy of the documentation, unless otherwise specified, shall accompany the applicable item shipped. For subsequent shipments on this Purchase Order/Contract order, reference may be made to

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**Terms and Conditions**

Facility	Standard Name	Revision	Description
	documentation provided with earlier shipments, instead of duplicating such documentation.		
	G003 MSA	000	AUTHORIZED PERSONNEL
	L016 MSA	002	SUBCONTRACTOR ACKNOWLEDGEMENT OF ONLINE REPS AND C

**End of Request for Quotation**



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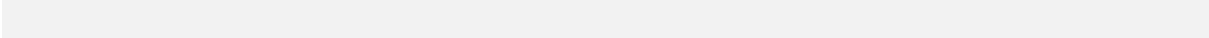
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## SECTION A – SOLICITATION/AWARD

### Introduction

Hanford Mission Integration Solutions, LLC. (hereby HMIS or “Buyer”) acting under its contract with the U.S. Department of Energy – Richland Operations Office (DOE-RL) located in Richland, WA, requests Offeror to submit a quote for Request for Quote (RFQ) for Enter PO Number.

#### 1.1 Buyer Not Obligated- Irregularities and Notifications

Buyer is not obligated to pay any costs incurred in the preparation and submission of Offeror’s proposal, nor required to enter into a subcontract/purchase order or any other arrangement with Offeror.

#### 1.2 RFQ Amendments

The Contract Specialist may issue one or more amendments to the RFQ to make changes or to resolve any problems regarding the quote. The Contract Specialist will issue the amendment in time for prospective Offerors to incorporate any changes into their quote. If this RFQ is amended, then all terms and conditions that are not amended will remain unchanged. FAILURE TO ACKNOWLEDGE THE RECEIPT OF THE AMENDMENT AT THE DESIGNATED LOCATION BY THE SPECIFIED DATE AND TIME MAY RESULT IN REJECTION OF THE OFFER.

#### 1.3 Quote Submittal

The quote is due by 10/22/2021 5:00 PM

The quote shall be submitted via e-mail provided that it includes appropriate signatures where required. If Offeror does not have the capability to transmit a signed electronic proposal, Offeror may submit an unsigned proposal via e-mail, however, a signed original must also be submitted. If an e-mail proposal (without signature) is submitted in order to meet the deadline, Offeror must also transmit a signed original to the address as noted below. Identify the name of the Contract Specialist and the RFQ number to which Offeror is responding on the e-mail transmittal document.

Send proposal via email to: Hilary\_C\_Jamison@rl.gov

**NOTE:** *Communications with any HMIS personnel except the above named Contract Specialist concerning any aspect of this Solicitation may be grounds for disqualifying an Offeror from being considered for award.*

#### 1.4 Late Proposals

A quote is considered late if it is received at the office designated in the RFQ after the exact time and date specified for receipt and will not be considered unless:

- a. It was sent by registered or certified mail no later than the fifth calendar day prior to the date specified for receipt of offers (e.g., an offer submitted in response to a Solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th or earlier); or
- b. It was sent by mail, telephone, or fax, if authorized by the Contract Specialist, and it is determined that the late receipt was due solely to mishandling upon receipt; or



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- c. It is the only quote received.

### **1.5 Proposal Changes**

Any modification of a quote, including the Contract Specialist's request for "Best and Final Offer," is subject to the same conditions as in the "Late Proposals" section above.

### **1.6 Withdrawal**

Offeror may withdraw its quote by written or electronic notice received at any time prior to award.

### **1.7 North American Industry Classification System (NAICS) Code and Size Standard**

The Contract Specialist has determined that North American Industry Classification System ("NAICS") Code 423830 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is 100.

If this RFQ is designated as a small business set-aside, by submitting a proposal or an offer to this solicitation, the Offeror certifies that they are a small business qualifying for the NAICS code and meeting the size standard noted above

By submitting a quote for this RFQ, Offeror agrees to indemnify, defend, and hold harmless Buyer for any and all liability, loss, damages, penalties, claims, costs, and expenses, including attorney fees and costs of legal action, litigation, or settlement, arising from or relating to Offeror's misrepresentation of its business size or status, regardless of whether Offeror's misrepresentation was willful, intentional, or knowing.

### **2.0 Basis for Award**

HMIS may award one or more purchase orders as a result of this RFQ. Award will be made to the Offeror who is considered the Lowest Price Technically Accepted. This RFQ provides the basis for HMIS evaluation. Offerors are also advised that HMIS reserves the right to award a purchase order based upon initial offers and without further discussions with Offerors. Offeror should provide their best price and technical offers initially.

### **2.1 Basis of Award- Lowest Price Technically Acceptable**

Award may be made to the Offeror submitting the lowest evaluated price that is technically acceptable among offers that meet all requirements of the RFQ. Proposals will be screened using pass/fail evaluation factors based on the qualification demonstrated within the offer.

### **2.2 Evaluation of Discount**

Discounts for early payment will be considered in the evaluation of this Offer. The minimum days offered with discount that will be considered are 10.

A separate invoice shall be issued for each delivery. No invoice shall be issued prior to delivery of goods and no payment shall be made prior to receipt of goods.



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Discount periods will be computed from the date of receipt of a correct invoice or receipt of merchandise, whichever is later, to the date the Buyer's check is mailed. Discount will be taken on the full amount of the invoice unless freight and other charges are itemized.

### **2.3 Substitutions**

The substitution of any items specified on this Subcontract requires prior Buyer approval before shipment. Unauthorized substitutions may result in rejection of the Subcontract at the Buyer's receiving dock and/or delay of payment.

### **3.0 Proposal Instructions**

#### **3.1 Representations and Certifications**

HMIS relies upon Offeror's current representations and certifications within a Federal web-based system, the System for Award Management (SAM), that centralizes and standardizes the collection, storage and viewing of many of the representations and certifications required by the Federal Acquisition Regulations.

By submitting a proposal to HMIS in response to this solicitation, the Offeror is certifying that:

1. The representation and certification information in SAM is accurate and complete as of the date of the offer.
2. All statements and explanatory documentation submitted are current and accurate.
3. Offeror complies with all requirements of State of Washington statutes, ordinances, rules and regulations, codes, and orders related to equal employment opportunity and operation of non-segregated facilities.
4. All Offeror employees who may work on HMIS premises or on the Hanford Site are not under the influence of controlled substances, drugs, or alcohol. Offeror agrees to the testing of assigned employees under HMIS program for controlled substances.
5. Offeror's information in the Buyer registration system is current, accurate and complete and is no greater than 12 months old).
6. Offeror will update its information in SAM on at least an annual basis.

#### **3.2 Anti-kickback Certifications**

By submitting a proposal response to this RFQ, the Offeror certifies that it has not:

1. Provided, attempted to provide, or offered to provide, any kickback.
2. Has not solicited, accepted, or attempted to accept any kickback.
3. Included, directly or indirectly, the amount of any kickback, in the Subcontract price proposed by the Offeror to the Buyer. (For definition of the term kickback, see 41 U.S.C. § 8701(2), Title 41 U.S.C. Chapter 87, Sections 701 and 8702).

By submitting a quote in response to this RFQ, Offeror agrees to indemnify, defend, and hold harmless Buyer for any and all liability, loss, damages, penalties, claims, costs, and expenses, including attorney fees and costs of legal action, litigation, or settlement, arising from or relating to Offeror's failure to



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certify or false certification of compliance with any requirements of this Section, regardless of whether the failure or false certification was willful, intentional, or knowing.

### **3.3 Additional Information**

In order for HMIS to adequately evaluate the quotes, some additional information is required. Please complete and return all forms and documents listed in Exhibits of this solicitation.

### **3.4 Acceptance of Terms and Conditions and Technical Requirements**

The Purchase Order resulting from this RFQ will be substantially the same as the draft Purchase Order that is contained in this RFQ. Offeror must describe any exceptions (on the Agreement Exceptions form of this RFQ) to the terms and conditions and technical requirements. HMIS considers compliance with the terms and conditions and technical requirements of the Purchase Order to be essential. In case of doubt, Offeror should request clarification from the Contract Specialist. If any exceptions are taken to the terms and conditions and/or technical requirements of the RFQ, the pricing shall be based on the requirements of the RFQ and the exception(s) priced as alternates. If the proposal is based only on the proposed exceptions, HMIS may determine the quote to be non-responsive.

Unless otherwise noted in the proposal, Offeror's submission of a proposal signifies unqualified acceptance of all of the terms and conditions and technical requirements of the Subcontract that are contained in or referenced in this Solicitation.

### **3.5 Proposal Validity Period**

Offeror's proposal shall remain firm for 90 days after the RFQ due date.

### **4.0 Notices**

In order for HMIS to adequately evaluate the quote, some additional information is required. Please complete and return all forms and documents listed in Notices of this RFQ.

### **4.1 Minimum Recovered Content Requirement**

In support of the HMIS preference to use environmentally conscious products associated with this procurement, failure to meet these minimum levels may be grounds for a non-responsive proposal and render the proposal ineligible for award. Signature on the Solicitation specifically acknowledges compliance with this requirement.

At the conclusion of Construction Subcontracts, the Subcontractor shall provide data on the quantity and dollar values of such products used on the resultant Subcontract. The form is available at <http://www.hanford.gov/pmm/page.cfm/Construction>.

#### **4.1.1 Recovered Material/Recyclable Information**

The Buyer supports efforts that reduce or eliminate environmental hazards, conserve environmental resources, minimize life-cycle cost and liabilities. Towards the end, the acquisition cycle is viewed as an important key in understanding what is brought onto the Hanford Site as well as identifying what can be reused/recycled. Focus is directed on recycled-content, biobased-content, ozone-depleting substances and other environmental impacts. Specific additional clauses are included in this solicitation that addresses potential requirements and preferences based on the nature of the item being considered for purchase.



#### 4.1.2 FEMP Purchases

When purchasing commercially available, off-the-shelf energy-consuming products, products must use no more than one watt of standby power as defined and measured by International Electrotechnical Commission (IEC) code 62301 or otherwise met [FEMP specifications](#) for low standby power consumption. If FEMP has not specified a standby power level for a product category, the item shall be the lowest standby power consumption available.

#### 4.1.3 Water Efficiency Products

When purchasing commercially available, off-the-shelf water consuming products, products must meet EPA's WaterSense standards (<https://www.epa.gov/watersense>)

#### 4.1.4 Energy Star

When purchasing commercially available, off-the-shelf energy-consuming products, products must be Energy Star rated (<https://www.energystar.gov/>).

#### 4.1.5 Value-Added Resellers

HMIS desires to provide the highest value to its customers by working with value-added resellers. These are companies that offer support when requested for the commodity sold to HMIS. This support can take many forms such as planning, consulting, technical ordering assistance based on experience, troubleshooting, receipt assistance or corrections, shipment tracking, training, education on new products, providing usage tracking and reporting, emergency and warranty assistance.

Resellers who are unable to provide such support may not be considered for award. If in the event that the Subcontractor cannot provide any of the support in this clause, the Subcontract will be cancelled and awarded to the next qualified Subcontractor.

#### 4.2 Applicability of Brand Name

The use of brand names in this request for quote is intended to be descriptive and to indicate the quality and characteristics of products that will be satisfactory. If the Offeror proposes to furnish an equal product, the brand name of such product shall be clearly identified in the offer. The determination as to equality of the product offered shall be the responsibility of the Buyer, based on information furnished by the Offeror. To insure that sufficient information is available for evaluation, the Offeror must furnish, as a part of the offer, all descriptive material (such as specifications, illustrations, drawings, or other information) necessary for the Buyer to:

Determine whether the product offered meets the requirements of the Solicitation and;

Establish what the Buyer would be binding itself to purchase;

Note 1 - Offerors shall be considered as offering the brand name product referenced in the inquiry unless Offeror clearly indicates that it is offering an equal product.

Note 2 - If Offeror proposed to modify a product to make it conform to the Solicitation requirements, the Offeror shall:

Include in the offer a clear description of such proposed modifications; and



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Clearly mark any descriptive material to show the proposed modification.

### **4.3 Substitution of Alternate Material**

If your offer is based on alternate material, it is imperative that you submit complete specifications of your product or comparison chart



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### Exhibits

The list of Exhibits as outlined in the table below are required as a part of your response to the identified Request for Proposal. Failure to provide and disclose any information requested below may be grounds for disqualification if identified prior to award or, if applicable, termination, if identified after award.

**Note:** *Additional attachments may be outlined within the Request for Proposal.*

It is recommended that you refer back to the Request for Proposal document to ensure all attachments have been identified and included in your proposal response.

Exhibit No.	Title	GO TO
001	Conflict of Interest Disclosure and Representation	<a href="#">Exhibit 001</a>
002	Representation and Certification	<a href="#">Exhibit 002</a>
003	Agreement, Exceptions, and Assumptions	<a href="#">Exhibit 003</a>
004	Organizational Conflict of Interest Disclosure	<a href="#">Exhibit 004</a>



**Exhibit 001 – Conflict of Interest Disclosure and Representation**

It is Hanford Mission Integration Solutions, LLC (HMIS) policy to avoid situations which place a Subcontractor or Subcontractor's employees in a position in which it may not be able to participate or perform on an equal basis for Buyer-controlled work with other qualified contractors due to impermissible Conflicts of Interest. See, [FAR 3.1101](#). To address this matter, the Subcontractor is to consider the relevant circumstances surrounding this effort to determine if there are any past, present or future interests (financial, contractual, organizational or personal) that could be viewed as a conflict of interest. In addition, the Subcontractor is to consider potential conflicts of interest of all personnel working in a staff augmentation or direct services role for familial relationships at Hanford in answering the following.

Subcontractor hereby certifies that ☐ **there is not** or ☐ **there is** a potential conflict of interest by the company or company personnel. If the answer is affirmative, the details associated with the real or potential concerns are disclosed and highlighted in the Subcontractor's proposal. Any such disclosure may result in the need for additional discussions relative to the Subcontractor's continued participation in this effort. Failure to disclose any real or potential concerns may be grounds for disqualification if identified prior to award or, if applicable, termination if identified after award.

<b>NAME AND ADDRESS OF OFFEROR:</b>	<b>NAME OF SIGNER <i>(Print)</i>:</b>
	<b>TITLE OF SIGNER <i>(Print)</i>:</b>
<b>OFFEROR:</b> <i>(Signature of person authorized to sign)</i>	<b>DATE:</b>



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**Exhibit 002 – Representation and Certification**

Offeror hereby certifies their socioeconomic size status as ☐ **SMALL** or ☐ **LARGE** based on the North American Industry Classification System (NAICS) as identified in the subject Request for Proposal. Offeror also identifies as: (list additional socioeconomic status applicable, i.e. Woman Owned, HubZone, Veteran owned, etc.) \_\_\_\_\_.

Offeror certifies that the disclosure of size status as listed above corresponds to the size status as identified in the System for Award Management (SAM.gov) in reference to identified NAICS for the subject Request for Proposal. Any such disclosure may result in the need for additional discussions relative to the Offeror's continued participation in this effort. Failure to disclose any real or potential concerns may be grounds for disqualification if identified prior to award or, if applicable, termination if identified after award.

<b>NAME AND ADDRESS OF OFFEROR:</b>	<b>NAME OF SIGNER</b> <i>(Print):</i>
	<b>TITLE OF SIGNER</b> <i>(Print):</i>
	<b>DATE:</b>
<b>OFFEROR:</b> <i>(Signature of person authorized to sign)</i>	



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**Exhibit 003 – Agreement, Exceptions, and Assumptions**

Any exceptions to the proposed subcontract terms and conditions must be indicated below. Hanford Mission Integration Solutions, LLC (HMIS or Buyer), however, reserves the right to disqualify offers which deviate from the Solicitation. If the Offeror has no exceptions or assumptions, please write “None” below.

**NAME AND ADDRESS OF OFFEROR:**

**NAME OF SIGNER *(Print)*:**

**TITLE OF SIGNER *(Print)*:**

**OFFEROR:** *(Signature of person authorized to sign)*

**DATE:**



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### 5.0 Award

Purchase Order No.	
<b>Issued By:</b> Hanford Mission Integration Solutions, LLC PO Box 943 Richland, WA 99352 Contract Specialist Name: MSIN: Email: Phone Number:	<b>Subcontractor:</b> TBD  <b>Point of Contact:</b> Email: Phone Number:

This Purchase Order is effective as of TBD, between HMIS and Click here to enter Subcontractor Name ("SUBCONTRACTOR") who hereby agrees that all work specified below, which is a portion of the goods and services to be provided by HMIS for the United States Department of Energy, shall be performed by the SUBCONTRACTOR in accordance with all the provisions of the Subcontract

### 5.1 Total Value of Purchase Order

In an amount of \$ TBD.

### 5.2 Authorized Personnel

Only the following named individuals are authorized to make changes to this Subcontract/Purchase Order:

Contract Specialist: Hilary Jamison  
Procurement Manager: Ben Moyers

Email: Hilary\_C\_Jamison@rl.gov  
Email: Benjamin\_P\_Moyers@rl.gov

### 5.3 Delivery Guarantee

Delivery of the items of services covered by this action is of significant importance to the Buyer. Quotations are requested to show the best guaranteed delivery schedule along with any alternatives or options which could be considered by the Buyer to improve the delivery guarantee. The offeror's delivery guarantee and performance reliability may be used as differentiator in evaluating quotations. Time will be of the essence in any resulting award. Showing that the material that you are proposing is equivalent to the above material.



## SECTION B – PRICES/COST Invoices

### 5.4 Invoice Instructions

Original invoices and supporting documentation shall be submitted to Accounts Payable ([hmis\\_ap\\_invoices@rl.gov](mailto:hmis_ap_invoices@rl.gov)) with a copy to the Contract Specialist unless otherwise directed by the Contract Specialist. Please do not submit hard copies unless requested by the Contract Specialist.

**Invoice Payment Terms.** The Subcontractor shall prepare all invoices in a form satisfactory to and approved by the Authorized Contracts Specialist. Except to the extent expressly stated elsewhere in this Purchase Order, the invoice is payable thirty (30) calendar days after receipt of a properly marked and submitted invoice and after inspection and acceptance of the material. All unit pricing and payments made shall be in United States dollars only, in the forms of cash, check, or electronic transfer as may be agreed upon. Remittance will be made only to the remittance address on file for the Subcontractor. Invoices from third parties or with different remittance instructions or addresses will not be processed. Invoices may be submitted electronically, if in an acceptable format. All invoice requirements still apply to electronic invoices.

**Minimum Invoice Requirements.** The invoice shall identify the following information:

- Each Invoice must have a unique invoice number
- The Subcontractor must indicate the **quantity, unit description, and unit price** for each item listed on an invoice.
- The Subcontractor's name and telephone number of a representative available to respond to invoice questions.
- Invoices that include a total freight charge that is equal to or greater than \$500.00 must include a copy of the freight bill. If the carrier is UPS, the Subcontractor must provide the weight, quantity and Shipping Point.
- A cost summary identifying all cost elements being invoiced. Cumulative values (i.e., invoiced to date values) for each item being invoiced are requested to be included as part of the invoice submission.
- Submittal of an invoice constitutes Subcontractor's certification that all materials have been delivered and invoice(s) charges are in accordance with the Purchase Order.
- Each Purchase Order or Blanket Purchase Order release must be invoiced separately.
  - The Subcontractor name, invoice number, and the Purchase Order and/or release numbers must be shown in the subject line of the e-mail message used to submit an electronic invoice. The suggested format for the subject line is: Subcontractor Name, Invoice #XXXXXX, and Purchase Order #XXXXX-X (i.e. 47825 - Release 20)
  - Remittance will only be made to the remittance address on file at the HMIS Accounts Payable office for the Subcontractor. Invoices from third parties or with different remittance instructions or addresses will not be processed.
  - Questions or requests for exceptions should be addressed to the Contract Specialist.

Before payments can be made via Electronic Funds Transfer (EFT), an "Authorization for Electronic Funds Transfer of Invoice Payments" form must be completed and returned to Buyer. The Form is located at: <http://www.hanford.gov/pmm/files.cfm/eft.pdf> **NOTE:** The original form with signature and date shall be mailed to the address at the bottom of the form. Copies of the form that have been e-mailed or faxed will not be accepted.



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**Rejection of Invoices.** Any invoice submitted, which fails to comply with the terms of this Purchase Order, including the requirements of form and documentation, may be rejected and returned to the Subcontractor. Buyer will not incur and/or pay for any late charges associated with a rejected invoice or material not in compliance with the requirements of the Purchase Order. The Buyer shall not reimburse any costs associated with the resubmission of an invoice to meet these requirements.

**Withholding Invoice Payments.** The Buyer may, at its sole discretion, withhold payment due for, but not limited to, the following reasons:

- Non-compliant or suspect counterfeit material. Evidence that a claim has been or will be filed against the Subcontractor.
- Failure to promptly and properly pay lower tier Subcontractors or suppliers.



## SECTION C – PACKAGING, MARKING, AND TRANSPORTATION INSTRUCTIONS

### 6.0 Shipping

#### 6.1 Delivery Notification

Twenty-four (24) hours prior to shipment contact the person(s) listed below between the hours of 7:30 am to 4:00 PM, Pacific Time with forwarding information. Failure to do so may result in the shipment being refused at destination or removal of your company from future solicitations.

#### 6.2 Date/Routing/Carrier Notification

Immediately following each shipment, Subcontractor shall provide the Buyer with the following information:

- Date of shipment,
- Carrier identification, and
- Shipment tracking number (i.e. progressive number [PRO] or tracking number).

#### 6.3 FOB Designation

Responses are invited on both the (FOB Origin and FOB Destination) basis. Offers will be evaluated for award (either FOB Origin or FOB Destination) based on the lowest overall cost to the Buyer. Please complete the information below and include the total charges as applicable on the cover page of the solicitation.

FOB Origin: Insert the exact shipping location, weights, and dimensions for each item or shipping lots. Include an explanation of any special factors that could affect loading, shipping or handling.

FOB Destination: Delivery to the Buyer's address as specified herein with all transportation charges paid by the Subcontractor. The total price shown on the solicitation is a firm fixed delivered price.

#### 6.4 Transportation Charges – F.O.B. Destination

The Subcontractor shall:

1. Pack and mark the shipment to comply with Subcontract specifications; or in the absence of specifications, prepare the shipment in conformance with carrier requirements to protect the goods and to ensure assessment of the lowest applicable transportation charge;
2. Order specified carrier equipment when requested by HMIS; or if not specified, order appropriate carrier equipment not in excess of capacity to accommodate shipment;
3. Deliver the shipment in good order and condition to the carrier, and load, stow, trim, block, and/or brace carload or truckload shipment (when loaded by the Subcontractor) on or in the carrier's conveyance as required by carrier rules and regulations;



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4. Be responsible for any loss and/or damage to the goods –
  - a. Occurring before delivery to the carrier;
  - b. Resulting from improper packing or marking; or
  - c. Resulting from improper loading, stowing, trimming, blocking, and/or bracing of the shipment, if loaded by the Subcontractor on or in the carrier's conveyance.
5. Prepare a bill of lading or other transportation receipt. The bill of lading shall show:
  - a. A description of the shipment in terms of the governing freight classification or tariff (or HMIS rate tender) under which the lowest freight rates are applicable;
  - b. The seals affixed to the conveyance with their serial numbers or other identification;
  - c. Lengths and capacities of cars or trucks ordered and furnished;
  - d. Other pertinent information required to effect prompt delivery to the consignee, including name, delivery address, postal address, and ZIP code of consignee, routing, etc;
  - e. Special instructions or annotations requested by the ordering agency for bills of lading (e.g. "this shipment is the property of, and the freight charges paid to the carrier(s) will be reimburse by HMIS"); and
  - f. The signature of the carrier's agent and the date the shipment is received by the carrier.
6. Distribute the copies of the bill of lading, or other transportation receipts, as directed by the ordering agency, and;
7. Prepay all freight charges to the extent specified in the Subcontract.

### **6.5 Transportation Charges - Collect and Back Charged**

The Subcontractor shall ship the Subcontract item(s) to the Buyer on a collect basis. The Buyer shall pay the carrier for all freight charges and deduct these charges from amounts due the Subcontractor. The Subcontractor is cautioned to ensure that freight arrangements are coordinated with the Buyer's Traffic department and all freight instructions are fully complied with. Original bills of lading are to be submitted to the Buyer with the invoice. The Subcontractor bears all responsibility for damage or loss until delivery is made to the FOB point specified herein.

### **6.6 Transportation Charges - Collect**

The Subcontractor shall ship the Subcontract item(s) to the Buyer on a collect basis. The Buyer shall pay the carrier for all freight charges. The Subcontractor is cautioned to ensure that freight arrangements are coordinated with the Buyer's Traffic department (Contact: Shanda Icahan 509-376-6638) and all freight instructions are strictly followed. The original bill of lading is to be submitted to the Buyer with invoice.

### **6.7 Transportation Charges - Prepaid and Add**

The Subcontractor shall prepay the cost of freight of the Subcontract item(s) and add these costs as a separate line item to their invoice for the Buyer payment. Original bills of lading are to be submitted to the Buyer with invoice. The Subcontractor bears all responsibility for damage or loss until delivery is made to the FOB Point specified herein.

### **6.8 Demurrage**

Subcontractor agrees to specify on all invoices submitted for payment, the date on which demurrage charges shall begin to accrue against the Buyer. Failure of Subcontractor to state the demurrage date on the invoice will constitute a waiver by Subcontractor of demurrage charges unless Subcontractor shall otherwise notify the Buyer in writing of the demurrage date; provided however, that such notice shall provide the Buyer no less than thirty (30) days from the date thereof.





## **6.9 Packing List**

Subcontractor shall enclose a packing list with each shipment referencing:

1. Name of Subcontractor
2. Purchase Order number and item number
  - For Blanket Purchase Orders provide the release number.
3. Date of Purchase Order
4. Itemized list of supplies, materials, and/or equipment furnished
5. Quantity of each item
6. Date of delivery or shipment
7. Stock number (if applicable)

## **6.10 Tagging Required (ref 908)**

Subcontractor shall affix labels containing the words "TAGGING REQUIRED" to exteriors of cartons, boxes, packages, containers, etc.

## **6.11 F.O.B. Destination**

For material quoted FOB destination, it is preferred delivery be no later than Click to enter a date.. If delivery is not made by Click to enter a date.. Subcontractor agrees the Subcontract may be canceled at no cost to the Buyer.

## **6.12 F.O.B. Shipping Point**

For material quoted FOB shipping point, and in order to effect delivery, material must be transferred from Subcontractor's dock to carrier and be invoiced before midnight, on the delivery date specified in the Subcontract. If delivery is not made as required, Subcontractor agrees the Subcontract may be canceled at no cost to the Buyer.

## **6.13 Transportation Charges – Buyer Arranged Pickup**

The Buyer shall make all freight arrangements of the Subcontract item(s). The Buyer bears all responsibility for damage or loss until delivery is made to the FOB Point specified herein.

Subcontractor shall notify Shanda Icyan at (509) 376-6638 no less than five (5) working days in advance of the ship date in order to schedule a carrier for a pick up.



## SECTION D – INSPECTION, ACCEPTANCE, AND QUALITY ASSURANCE REQUIREMENTS

### 7.0 Inspection and Acceptance

#### 7.1 DOE Inspection and Acceptance

- (a) The Government, through any authorized representatives, has the right at all reasonable times, to inspect, conduct oversight, evaluate, or otherwise assess the work (including construction work) performed or being performed hereunder and the premises in which it is being performed. If any inspection, oversight, or evaluation is made by the Government on the premises of the Contractor or a Subcontractor, the Contractor shall provide and shall require the Subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the Government representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.
- (b) Government inspection, oversight, evaluation, and other assessments of Contractor-performed work are for the sole benefit of the Government, and do not:
  - (1) Relieve the Contractor of responsibility for providing adequate quality control measures;
  - (2) Relieve the Contractor of responsibility for damage to or loss of the material before acceptance;
  - (3) Constitute or imply acceptance; or
  - (4) Affect the continuing rights of the Government after acceptance of the completed work.
- (c) The presence or absence of a Government representative, performing inspection, oversight, evaluation or assessment does not relieve the Contractor from any contract requirement, and does not change any term or condition of the specification.
- (d) For construction work:
  - (1) "Work" includes, but is not limited to, materials, workmanship, and manufacture and fabrication of components.
  - (2) Acceptance of construction work shall be final and conclusive except for latent defects, fraud, gross mistakes amounting to fraud, or the Government's rights under any warranty or guarantee.
- (e) Acceptance of all work and effort under this contract (including "Reporting Requirements," if any) shall be accomplished by the Contracting Officer, or any authorized representative, as designated in writing by the Contracting Officer.

### 8.0 Quality Assurance Requirements

#### 8.1 Identification of Items with Product Data Sheet

The Subcontractor shall submit a legible copy of the product data sheet (e.g., drawing, catalog page, brochure) that provides adequate information to enable the Buyer to verify the form and function of the article procured. One copy of the documentation, unless otherwise specified, shall accompany the applicable item(s) shipped.



## 8.2 Control of Graded Fasteners

The provisions stated below are the minimum Department of Energy requirements for high strength graded fasteners produced in compliance with national consensus standards (e.g., SAE, ASTM, ASME).

1. Fasteners shall exhibit grade marks and manufacturer's identification symbols (headmarks) as required in the specifications referenced in the Purchase Order/Subcontract.
2. Any fasteners supplied with headmarks matching those displayed on the attached Suspect/Counterfeit Fastener Headmark list, or facsimiles thereof, shall be deemed to be unacceptable under the terms of this Purchase Order/Subcontract.

Suspect Bolt Head Marking Card

[http://www.hanford.gov/pmm/files.cfm/Suspect\\_Bolt\\_Head\\_Marking\\_Card.pdf](http://www.hanford.gov/pmm/files.cfm/Suspect_Bolt_Head_Marking_Card.pdf)

Stainless Steel Fastener Headmark List

[http://www.hanford.gov/pmm/files.cfm/Suspect\\_Stainless\\_Steel\\_Fastener\\_Headmark\\_List.pdf](http://www.hanford.gov/pmm/files.cfm/Suspect_Stainless_Steel_Fastener_Headmark_List.pdf)

3. When requested by the Buyer, the Subcontractor shall provide a legible and reproducible copy of the manufacturer's Certified Material Test Reports (CMTR). These CMTRs shall report the values of the actual chemical and physical tests performed on the represented fastener lot/material heat. Fastener packaging/labeling shall be traceable by lot number or other positive means to the CMTRs.
4. Fasteners shall be inspected to verify compliance with the Purchase Order/Subcontract requirements. Additionally, fasteners may also be subjected to destructive testing.
5. When requested by the Buyer, the Subcontractor shall provide a Certificate of Conformance which must certify conformance and traceability of supplied materials to the subject Purchase Order/Subcontract. The document must be legible and reproducible.

## 8.3 Procurement of Potentially Suspect or Counterfeit Items

Notwithstanding any other provisions of this agreement, the Subcontractor warrants that all items provided to the Buyer shall be genuine, new and unused unless otherwise specified in writing by the Buyer. Subcontractor further warrants that all items used by the Subcontractor during the performance of work for the Hanford Site, include all genuine, original, and new components, or are otherwise suitable for the intended purpose. Furthermore, the Subcontractor shall indemnify the Buyer, its agents, and third parties for any financial loss, injury, or property damage resulting directly or indirectly from material, components, or parts that are not genuine, original, and unused, or not otherwise suitable for the intended purpose. This includes, but is not limited to, materials that are defective, suspect, or counterfeit; materials that have been provided under false pretenses; and materials or items that are materially altered, damaged, deteriorated, degraded, or result in product failure.

Types of material, parts, and components known to have been misrepresented include (but are not limited to) fasteners; hoisting, shackles, turnbuckles, cable clamps, wire rope, rigging, and lifting equipment; cranes; hoists; valves; pipe and fittings; electrical equipment and devices; plate, bar, shapes, channel members, and other heat treated materials and structural items; welding rod and electrodes; and computer memory modules. The Subcontractor's warranty also extends to labels and/or trademarks or logos affixed, or designed to be affixed, to items supplied or delivered to the Buyer. In addition, because falsification of information or documentation may constitute criminal conduct, the Buyer may reject and retain such information or items, at no cost, and identify, segregate, and report such information or activities to cognizant Department of Energy officials.



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Subcontractor shall provide a written statement that “all items furnished under this Purchase Order/Subcontract are genuine (I.e., not counterfeit) and match the quality, test reports, markings and/or fitness for use required by the Purchase Order/Subcontract.

The statement shall be on Subcontractor letterhead and signed by an authorized agent of the Subcontractor.

Any materials furnished as part of this Purchase Order/Subcontract which have been previously found to be suspect/counterfeit by the Department of Energy shall not be accepted.

For further information on suspect/counterfeit items, reference the Department of Energy (DOE) Guide DOE G 414.1-3 at <https://www.directives.doe.gov/directives/0414.1-EGuide-3/view>.

### 8.4 Certificate of Conformance

The Supplier shall provide a legible/reproducible Certification of Conformance. Supplier’s authorized representative responsible for quality shall sign the Certification of Conformance.

This Certification of Conformance shall, as a minimum:

1. Identify the appropriate Purchase Order/Contract Order number under which the material, equipment, item or service is being supplied.
2. Each Order/shipment shall include a C of C unique to that shipment.
3. The quantity of each Line Item shipped shall be identified on the C of C.
4. The COC shall identify the specific procurement requirements to be met by the purchased item or service. The procurement requirements identified shall include any approved changes, waivers, or deviations applicable to the item or service.
5. The COC shall also identify any procurement document requirements that have not been met together with an explanation and the means for resolving the nonconformances.
6. The COC shall be signed or otherwise authenticated by a supplier’s representative. For OCRWM-related and Quality Level 1 & 2 items and services; the person signing the COC shall be the one who is responsible for this QA function and whose responsibilities and position are described in the supplier’s QA program.

One copy of the documentation, unless otherwise specified, shall accompany the applicable item shipped. For subsequent shipments on this Purchase Order/Contract order, reference may be made to documentation provided with earlier shipments, instead of duplicating such documentation.

### 8.5 Recommended Spare Parts Listing

The Subcontractor shall submit, with or prior to item shipment, a recommended spare parts list. The list shall provide the name and address of the original supplier of the replacement part, and the part’s drawings, specification, or catalog identity including applicable change or revision information.



## SECTION E – DELIVERIES OR PERFORMANCE

### 8.6 Ship to Address and Warehouse Operations Delivery Schedule

The below address shall appear on all shipping documents and packages:

U.S. Department of Energy  
C/o HMIS  
Central Receiving  
2355 Stevens Dr.  
Attn: PO 943  
Richland, WA 99354

**Note:** *If there is not enough character space to enter the Attn: please omit it.*

Please assure that the Consignor/Shipper receives this information and clearly understands the above information.

The Hanford Site Warehouse Operation is available for deliveries from 7:00 a.m. to 11:20 a.m. and 12 p.m. to 3:30 p.m. Monday through Thursday.

Contract Specialist: [Click here to enter name](#)

Please be prepared to reference Subcontract/PO Number [Click here to enter number](#).

Should your shipment require any special handling to unload, please make arrangements twenty-four (24) hours prior to shipment by contacting (509) 376-6638. Failure to do so may result in the shipment offloading being delayed.

Subcontractor's failure to provide deliverables that materially conform to the technical specifications may constitute breach of the subcontract.



## **SECTION F – SUBCONTRACT ADMINISTRATION**

### **9.0 Subcontract Administration**

#### **9.1 Electronic Mail Capability**

The Subcontractor shall have internet access and maintain electronic mail capability for the duration of the Subcontract. The Subcontractor email account shall be able to send and receive attached documents of up to 1/2 megabyte in size. Correspondence concerning this Subcontract will be conducted via email in current versions of Microsoft Office applications, ASCII text, RTF, PDF, ZIP, and other commonly used file formats.



## SECTION G – SPECIAL SUBCONTRACT REQUIREMENT

### 10.0 Special Subcontract Requirement

Following, is a list of the special subcontract requirements that HMIS expects.

### 10.1 Facility Closure Notice – Holiday and Work Schedules

**NOTICE:** *Daily work schedules and facility operations are NOT consistent on the Hanford Site. Many organizations and facilities observe Friday closures.*

Accordingly, BEFORE scheduling deliveries or site work, the Subcontractor shall make specific schedule arrangements with the Contract Specialist, BTR, Facility Manager, Delivery Warehouse Manager, Building Manager, or other cognizant HMIS organization.

The Buyer will not be liable for the cost of any delays, demurrage, layovers, extra travel days, etc., which result from Subcontractor's failure to obtain a specific delivery or work schedule in advance.



## SECTION H – SUBCONTRACT CLAUSES

### 11.0 Subcontract Clauses

#### 11.1 Representations and Certifications

HMIS, relies upon Subcontractor's current representations and certifications within a Federal web-based system, the System for Award Management (SAM), that centralizes and standardizes the collection, storage and viewing of many of the representations and certifications required by the Federal Acquisition Regulations.

The Subcontractor certifies that:

1. The representation and certification information within SAM is still current;
2. All statements and explanatory documentation submitted are current and accurate;
3. Subcontractor complies with all requirements of State of Washington statutes, ordinances, rules and regulations, codes, and orders related to equal employment opportunity and operation of non-segregated facilities;
4. All Subcontractor employees who may work on HMIS premises or on the Hanford Site are not under the influence of controlled substances, drugs, or alcohol. Subcontractor agrees to the testing of assigned employees under HMIS program for controlled substances;
5. Subcontractor's information in the HMIS registration system is current (no more than 12 months old); and
6. Subcontractor will update its representations and certifications in SAM on an annual basis.

#### 11.2 Notification of Changes in Size and Status

Subcontractor shall immediately notify Buyer of any change in its small business size and/or socioeconomic status, including but not limited to qualification for the NAICS code applicable to this procurement and/or status as a Disadvantaged, Women Owned, Veteran Owned, Service Disabled Veteran Owned, and/or HUBZone small business.

Upon learning that any information contained in Subcontractor's written representations and certifications; information in the SAM database, including representation and certification information; supporting or explanatory statements and/or documentation; and/or vendor registration information is incorrect, incomplete, or has changed, Subcontractor shall immediately notify Buyer and provide updated or corrected information and a statement of the reason(s) for the update, correction, or change.

Subcontractor shall indemnify, defend, and hold harmless Buyer for any and all liability, loss, damages, penalties, claims, costs, and expenses, including attorney fees and costs of legal action, litigation, or settlement, arising from or relating to Subcontractor's failure to comply with Subcontractor's approved Small Business Subcontracting Plan, if applicable; submit required reports or information thereunder; or promptly provide to Buyer any requested information and/or documents described in the preceding paragraph.





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### **11.3 Buy American Act – Non Construction**

It is the Buyer's preference to purchase domestic end products in accordance with the Buy American Act (BAA) (FAR 25). Subcontractor certifies that all products supplied under this contract are domestic end products as defined in the Buy American Act, except those products of foreign origin which were specifically identified, evaluated, and authorized by the Buyer prior to award.

\*Materials used in this Subcontract must be domestic end products as defined in FAR 52.225-1 unless the Buyer, prior to award of the Subcontract, approves a request for exemption. Subcontractor requests to supply foreign materials must include adequate information for evaluation of the request as identified in FAR 52.225-1.



## SECTION I – ATTACHMENTS

### 12.0 Subcontract Attachments

#### 12.1 List of Subcontract Attachments

The following attachments are hereby incorporated into and made a part of this Subcontract. They shall have the same force and effect as if written into the body of the Subcontract. Subcontractor is responsible for downloading and complying with the applicable revision as identified below.

A hyperlink is provided for downloading the referenced General Provisions, Supplemental Provisions, On-Site Work Provisions and Preliminary Hazard Analysis:

<https://www.hanford.gov/pmm/page.cfm/Provisions>

Attachment No.	Title	Revision	Date
1	General Provisions for Commercial Items	2	7/15/2021
2	Specification for Purchase: 8,000 US Gal. Non-Spec. Liquid Tanker Trailer		



**REQUEST FOR QUOTE NO: 57803**

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UNLESS THE BOX BELOW IS CHECKED, The SUBCONTRACTOR shall acknowledge this document, as provided herein, regardless of dollar value, by signing below and returning a signed copy of this subcontract. This signature represents certification that all submissions (including electronic) associated with this subcontract award are accurate, current and complete.

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☐ If checked, Subcontractor signature not required

Authorizing Signatures:

Subcontractor

Hanford Mission Integration Solutions

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Name	Date	Name	Date
Title		Title	
Phone:		Phone:	